

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 24-101**

**AIR FORCE MATERIAL COMMAND**

**Supplement 1**

**4 NOVEMBER 1996**

**Transportation**

**PASSENGER MOVEMENT**

**"HOLDOVER"**

***"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ AFMC/LGTT (William Hartung)

Certified by: HQ AFMC/LGT  
(Col George R. Raney)

Supersedes AFI 24-101/AFMC S1, 24 Jul 95

Pages: 4  
Distribution: F

---

**AFI 24-101, 1 October 1995, is supplemented as follows:**

This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. All references to AFJI 24-211 should be replaced by DoD 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*.

1.2.1. (Added) General Services Administration (GSA) City-Pair Air Fares. The use of GSA city-pair airfares is mandatory except where deviations are permitted under the rules contained in the contractual arrangement. If the traveler states that the city-pair fare does not meet mission requirements, another routing will be provided and the passenger name record (PNR) will be annotated with the rule, which permits nonuse. The Traffic Management Officer (TMO) will send a copy of the annotated PNR to the traveler's orders-issuing authority or call if there is less than 24 hours before the traveler is scheduled to depart.

1.2.1.1. (Added) The following statement must be stamped or printed on each PNR, or printed on a brightly-colored notice and stapled to the traveler's copy of the PNR, for each ticket issued using a GSA city-pair air fare:

This ticket was issued under a contractual arrangement between DoD and the airline shown on the ticket. You are not authorized to exchange this ticket to fly on a different airline solely as a matter of individual preference. Tickets may only be exchanged when necessary, to accomplish the mission.

1.2.2. (Added) Super-Saver Fares. These fares should be offered to travelers whose dates of travel permit their use. The traveler must be provided a complete explanation of the adverse consequences of using a super-saver fare. If used in lieu of a GSA city-pair because they are less costly, the city-pair airline must be used unless another airline's super-saver fare costs less than both the city-pair and the super-saver on the city-pair airline.

1.2.3. (Added) Mixed Travel Commercial tickets at government fares can be provided for portions of official travel as long as the cost is equal to or less than the cost of authorized travel. Do not provide commercial tickets at government fares for more than the cost of authorized travel and allow the member to pay the difference. This includes originating or terminating at locations other than the traveler's duty station or temporary duty (TDY) location. This is permitted to accommodate mixtures of commercial air with other modes of travel (i.e., military air, privately-owned vehicle, personally-procured transportation, etc.).

1.2.4. (Added) Commercial Airline Routing. Use of discount fares, circuitous routings, joint fares, etc., is mandatory when they are less costly and don't significantly inconvenience travelers. Significant inconvenience is defined as aircraft/airline changes in excess of two, increase in total travel time by 25 percent or more, departure or arrival outside the 0700 to 1700 time period, and layovers in excess of two hours. (NOTE: These are only guidelines and cannot be used to avoid the use of GSA contract city-pair fares.) The use of these fares should be abandoned when knowledge of the traveler's destination indicates that additional offsetting costs will be incurred (i.e., closure of motor pool requires use of taxi, etc.). If a traveler declines the lowest cost routing provided by the commercial travel office (CTO), the PNR will be annotated with the fare for the lowest cost routing and the reason for not using that routing. The TMO or CTO must provide feedback to travel issuing authorities about travelers' nonuse of the least costly airfares.

1.2.5. (Added) Airline Fare Quotes. The CTO will quote the least costly GSA city-pair fare, if available, or government fare in response to requests for travel costs. The quoted fare should be the one, which would have been used at the time the inquiry is made, including a nonrefundable fare, if the use of such a fare would have been approved by the orders-issuing authority. The quoted fare should reflect the discounted price the government would pay the CTO for a ticket.

1.2.6. (Added) Verbal Orders. When commercial transportation is furnished to personnel traveling in a duty status on verbal orders, the travel office will:

1.2.6.1. (Added) Obtain the necessary fund citation by telephone.

1.2.6.2. (Added) Issue an individual SF Form 1169, US Government Transportation Request, even when local payment procedures are used by the travel office.

1.2.6.3. (Added) Suspend the Financial Services Office (FSO) copy of the SF Form 1169 for five workdays and advise both the member and orders-issuing authority of this date.

1.2.6.4. (Added) If orders confirming travel are not received by the close of business on the 5th workday after issuance, send a message to the orders-issuing authority requesting a copy of the confirming order and advise the FSO of the travel performed by the member.

1.2.6.5. (Added) Follow-up at not less than intervals of 10 workdays until the order is received. The second and third follow-up requests will info the major command (MAJCOM) of the orders-issuing authority and HQ AFMC/LGTT.

1.6. Complaints on airline service should be reported to HQ MTMC on DD Form 1341R, **Report of Commercial Carrier Passenger Service**, RCS: DD-A&T (AR) 1795 (reproduce locally from DoD 4500.9-R, Part I, Appendix A).

1.8. All requests for premium-class (first-class and business-class) must go up to the Air Staff through MAJCOM channels. The only exceptions are when first-class is the only scheduled service available (**Note:** This does not permit travelers to use first-class when all coach class seats are full), or when business-class is already approved in paragraph 1.8.5.

1.8.1. All requests for premium-class service must contain the reason premium-class service is required, a statement from the traveler's orders-issuing authority that the higher cost is acceptable, and the concurrence of base medical authorities, when appropriate.

1.9. Commercial air will not be requested from the Military Traffic Management Command (MTMC) unless all actions to obtain military airlift are terminated. Check with the command validator (88 ABW/LGTP) to ensure military airlift has not been requested prior to contacting MTMC with a commercial group travel requirement. The user submitting the travel request is required to sign a statement acknowledging that all attempts to obtain military airlift will be terminated and failure to comply could result in the loss of funds obligated for the commercial airlift. The user's statement will be retained until the mission is complete. (NOTE: This paragraph also precludes the practice of providing back-up commercial airline tickets when operational support airlift or milair team travel support has been received.)

1.10. Guidance contained in this paragraph takes precedence over Joint Federal Travel Regulations (JFTR), paragraph U3125-C1b, and Joint Travel Regulations (JTR), paragraph C2204-B1.

1.14. HQ AFMC/CC may approve movement of non-DoD personnel on military airlift within the continental United States with some exceptions when travel is in direct support of AFMC (see DoD 4515.13-R, *Air Transportation Eligibility*). This approval authority may not be delegated.

1.15.1. First Bullet. These trips are limited to two trips per year, may involve more than one base per trip, and can include major tenant units as long as they are part of one continuous trip with visits to bases where units are host. Change of command ceremonies where the Air Force member is either conducting or participating (assuming or relinquishing command) in the ceremony. These trips do not count as one of the two trips per year to NAF units (CSAF/CV Msg, 031004Z May 96).

1.15.1. Third Bullet. Applies to sitting commanders, commander equivalents, and commander designees selected through quota control procedures without regard to current command of assignment. Only one trip to a MAJCOM orientation course during the sponsor's tenure is authorized (CSAF/CV Msg, 031004Z May 96).

1.15.1.1. (Added) Only SMC/CC within AFMC is considered the equivalent of a NAF commander and then only for visits to Kirtland AFB (CSAF/CVA Msg, 171531Z May 94).

1.18.1. MAJCOM approval authority has also been delegated to the Joint Personal Property Shipping Office (JPPSO), San Antonio TX (HQ USAF/LGTT Msg, 292001Z Jun 94).

1.19.12.1. (Added) AFMC Passenger Terminal.

1.19.12.1.1. (Added) Maintain a space-available register according to DoD 4515.13-R.

1.19.12.1.2. (Added) Provide all departing properly manifested passengers an AFMC Form 89, Boarding Pass.

1.19.12.1.3. (Added) Manifest all departing passengers on DD Form 2131, Passenger Manifest, or an automated equivalent. Retain manifests according to AFMAN 37-139, *Records Disposition Schedule*.

3.1. Requests for international TDY travel should be submitted to the travel office on AFMC Form 87, **Request for Overseas TDY Flight Reservations**.

3.1.6. (Added) Prolonged Overseas Travel. Travelers should be advised of provisions in the JFTR, paragraph U4325, and JTR, paragraph C1058, which permit arrival at the TDY station up to 24 hours prior to the start of duty. This early arrival would be in place of a rest stop.

3.1.6.1. (Added) Rest stops are only provided for over-seas travel when authorized in the traveler's orders. Orders cannot direct where the stop will be made. That decision is made by the transportation office.

3.1.6.2. (Added) Rest stops should not be scheduled at a location where continuation of travel the following day is of such duration that an additional rest stop would be authorized if the rest stop were actually the origination point.

3.7. Guidance contained in paragraph **1.2.3. (Added)** of this supplement applies here as well. However, travelers may pay for excess costs on Air Mobility Command (AMC) aircraft used as part of their circuitous travel. The excess must be paid by the member to the local FSO prior to receiving the authorization for travel by AMC aircraft. (**Note:** This paragraph applies only to military permanent change of station (PCS) travelers and their accompanying dependents.)

4.1.3. (Added) Travelers, or anyone picking up tickets for travelers, must sign for tickets at the time they are received.

4.11. Travelers may keep payments, tickets, etc., received from an airline for voluntarily relinquishing their seat, but may not be compensated by the government for any additional per diem caused by the delay (see JFTR, paragraph U2010 and JTR, paragraph C1200).

4.13.2. Receipt for an unused ticket on a copy of the PNR used to issue the ticket. Keep one copy and provide the traveler one copy to be filed with their travel voucher.

4.27.2. DoD 4500.9-R, Part I, page 103-12, paragraph J4b(3), would normally take precedence, but the latest DoD guidance on construction of the AMC unique control number is contained in AFI 24-101.

9.7. (Added) . Complaints on rental car services should be reported to HQ MTMC on DD Form 1341R, RCS: DD-A&T (AR) 1795 (reproduce locally from DoD 4500.9-R, Part I, Appendix A).

THOMAS BATTERMAN  
Deputy Director of Directorate of Logistics